

Addendum To: Detective Division Special Order 11- 01	Date of Issue 05 May 2011	Effective Date 09 May 2011	No. 1
Subject Homicides and Sworn Weapon Discharge Incidents		Amends	
Related Directives		Rescinds S.O.P. Chapter 18	

I. Purpose

This directive:

- A. Mandates the initiation of a Homicide Investigative File when a case is classified as First Degree Murder, Second Degree Murder, Involuntary Manslaughter, Reckless Homicide or Justifiable Homicide.
- B. Mandates the initiation of a Sworn Weapon Discharge Investigative File when a sworn member is involved in a weapon discharge incident where a person is injured or shot as a result of the discharge.
- C. Mandates that a supervisor with primary responsibilities to oversee an investigation is immediately assigned by a Detective Division Unit Commanding Officer.
- D. Provides a schedule of reviews to be conducted by supervisors assigned to investigations governed by this order, specifically by the supervisor with primary responsibility to oversee the investigation.
- E. Provides a physical description of the components of a Homicide Investigative File or Sworn Weapon Discharge Investigative File and how they will be assembled.

II. Responsibilities

- A. Detectives investigating Homicides or Weapon Discharge Incidents Involving Sworn Members will:
 1. Thoroughly document relevant information discovered during the course of the investigation.
 2. Record relevant information initially transcribed on General Progress Reports or other investigative documents to formatted Department reports (e.g. Supplementary Report, General Offense Case Report, etc.
 3. Submit all documents in the Homicide Investigative File or the Sworn Weapon Discharge Investigative File to the on-duty unit supervisor at the completion of their tour of duty.

B. Detective Division Sergeants will:

1. Ensure that Homicide Investigative Files and Sworn Weapon Discharge Investigative Files will be assembled in the spiral binder, as described in Addendum 2, as soon as all initial investigative work, as determined by the supervising sergeant, has been accomplished.

Note: See Addendum 3 for Homicide Investigative File formats when prepared by the Major Accident Investigative Unit

2. Conduct reviews of the Homicide Investigative File according to the following schedule:
 - a. Seven days after the incident
 - b. One month after the incident
 - c. Three months after the incident
 - d. Every six months, as considered necessary.

Note: All supervisory reviews will be documented on the Supervisory Investigative File Review Form

3. Ensure all documents associated with an investigation are reviewed and secured in the appropriate location within the Homicide Investigative File or the Sworn Weapon Discharge Investigative File and logged on the Investigative File Inventory.

C. Detective Division Unit Commanding Officers will:

1. Ensure that Homicide Investigative Files and Sworn Weapon Discharge Investigative Files are properly maintained and stored.
2. Immediately assign a supervisor with primary responsibility to oversee the investigation.
3. Conduct reviews of the Homicide Investigative File according to the following schedule:
 - a. Within the 1st month of the investigation
 - b. Three months after the incident
 - c. Every six months, as considered necessary

Note: All supervisory reviews will be documented on the Supervisory Investigative File Review Form

4. Ensure assigned supervisors conduct reviews according to the schedule delineated in this order and document such on the Supervisory Investigative File Review Form.

D. Detective Division Exempt Members will conduct periodic, unscheduled inspections of Homicide Investigative Files and Sworn Weapon Discharge Investigative Files to ensure strict compliance with the provisions of this policy.

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